



The City Of Chandler, Arizona Is Seeking A Management Services Director

UNIQUE OPPORTUNITY

The City of Chandler is seeking an experienced, collaborative, and politically savvy finance professional to become its next Management Services Director. The current Director is retiring following a long tenure with the City. Reporting to an Assistant City Manager, the Management Services Director plans and directs the City's long-term financial programs and activities through several divisions within the Department, providing support services for the entire organization.



THE COMMUNITY

The City of Chandler, one of Arizona's first master-planned cities, is located in the southeast part of the Phoenix metro area and has a current population of 244,949. With an annual population growth rate of four percent, Chandler is moving rapidly to an estimated population of 285,000 at its planned build-out.

Eighty years ago, Chandler's early settlers literally planted the seeds of a very successful agricultural community. Today, many of the fields that once were dedicated to cotton crops are replaced with high tech businesses. Industry leaders such as Intel, Motorola, and Microchip have chosen Chandler not only because of what the City offers businesses, but also because of its people. Chandler is a young, family oriented community — the median age is just over 31 years. Chandler is an increasingly diverse community in terms of ethnicity, religion, and income. Seventy-five percent of Chandler's citizens have some college experience.

With over 330 days of sunshine a year, Chandler encourages a healthy outdoor lifestyle. Seven public and private golf courses exist in the immediate area with over a hundred more in the neighboring greater Phoenix area. Other outdoor activities such as tennis, swimming, boating, hunting, fishing, skiing, hiking, and bicycling are also easily accessible to residents.

Chandler enjoys a rich cultural reputation. The 1,600 seat Chandler Center for the Arts hosts performances such as the famed Bolshoi Ballet, the country's leading symphonic, pop, rock, and country performers, as well as various theater productions. In addition, the community is served by many churches and service organizations, as well as Chandler Regional Hospital, a state-of-the-art medical facility.

Due to its ample, affordable land, convenient location along major trade routes, excellent infrastructure, and relatively low cost of living, Chandler is experiencing fast-paced, yet planned growth. Called the "Silicon Desert" because of its wide variety of high technology industries, the City has developed good relationships with the business community and Chamber of Commerce, and has a very strong job base.

*One Perfect Location...a safe place to live
and raise a family.*

Chandler's dedication to quality education begins at the pre-school level and never ends. The City's elementary and secondary school systems receive consistent national recognition for excellence. The

community also supports a variety of private and parochial schools. The Chandler-Gilbert Community College and other community colleges and vocational schools in the area offer business and training programs. Privately owned Western International University and University of Phoenix provide a variety of classes in Chandler. Nearby Arizona State University offers undergraduate and post-graduate studies. The City is proud of the strong relationship it has developed with its schools.

CITY GOVERNMENT

The City of Chandler operates under the Council/Manager form of government. Six members of the City Council are elected to overlapping terms of four years with the Mayor being directly elected for a two-year term. The Mayor is subject to a limit of serving not more than four consecutive terms; Council members are limited to two consecutive terms. The City Council is the legislative body responsible for the overall policies and direction of the City. The Council appoints the City Manager, City Clerk, City Magistrate, and City Attorney. The City operates under the constitution and laws of the State of Arizona and a City Charter.

Chandler provides a full array of municipal services including police; fire; public works; water, wastewater, and solid waste; parks and recreation; planning; redevelopment; economic development; and all the traditional internal management support functions. The City has an operating and capital budget of \$902 million and a workforce of 1,570.

For further information about the City of Chandler, see its web site at: www.chandleraz.gov

MISSION STATEMENT

*We are committed to serve Chandler's citizens through
teamwork, understanding and dedication in a
professional and responsive manner.*

MANAGEMENT SERVICES DEPARTMENT

*The goals of the Management Services Department are to
provide effective administration and coordination in citywide
support services to all departments in a timely manner.*

The Management Services Department is comprised of the following divisions: Administration, Accounting, Budget, Central Supply, Environmental Management, Fleet Services, Sales Tax and Utilities, Purchasing, and Risk Management. Department resources include 112.5 budgeted positions, and a budget of \$16.2 million.

Administration and Budget oversees the operations of the Department and provides the organization with financial management. The Budget staff prepares, monitors, researches, and presents the City's Annual Budget and Capital Improvement Program.



Accounting is responsible for maintaining accurate financial records and providing timely financial information to the public, bondholders, grantors, auditors, City Council, and City management. Accounting Division responsibilities include general ledger, accounts payable, accounts receivable, payroll, special assessments, fixed assets, cash management, investments, debt management, and grant accounting.

Environmental Management provides environmental regulatory compliance oversight of City operations and facilities, as well as performing environmental clean-up services when environmental releases or spills have occurred on City property. This division assures that the City performs environmental due diligence on all property acquisitions and dedication of real property to the City. Environmental Management also maintains the central environmental compliance files for the City.

Fleet Services provides preventive maintenance, repairs, and support for City vehicles. Some of the main functions include specification writing, fabrication/welding, budget support, fuel control, and accident damage repair coordination. This area also oversees compliance with Local, State, and Federal Statutes as they apply to vehicles.

Purchasing is responsible for maintaining timely and adequate support of the City's need for materials and services in accordance with Federal, State, and City legal requirements. This is conducted in an open, competitive, and professional manner that maximizes the effectiveness of the tax dollar. Purchasing is also responsible for operating the City's warehouse and inventory program.

Risk Management is responsible for the operation of a comprehensive risk management program. The Division provides the insurance coverage for City facilities, vehicles and equipment as well as administration of the self-insurance liability program and acquisition of commercial insurance products. Risk Management provides loss prevention services through accident investigation and analysis, liability claims adjusting, and litigation management services. Additional responsibilities include supervision of the City's worker compensation and safety programs.

The Management Services Director plans and directs the City's long-term financial programs and activities, including accounting, budgeting, revenue management, tax collections, auditing, and procurement; ensures compliance with all appropriate Local, State, and Federal expenditure directives; and serves as the Chief Fiscal Officer and Treasurer of the City.

Challenges

- Ongoing residential development in Chandler will soon exhaust all land designated for residential growth. The resulting impact on the community and City services from this change could be significant. The Management Services Director will play a key advisory role in efforts to maintain the City's economic vitality during this transition.
- One of the primary charges for the Department is to provide exceptional internal customer service. To this end, the new Director will focus on developing processes that are flexible and "user friendly" for other Departments within the City organization.

IDEAL CANDIDATE PROFILE

Background, Education & Experience

Ideal candidates will be well rounded public finance professionals with in-depth knowledge and experience in local government finance and budgeting. Candidates who seek a fast-paced environment where high expectations and balancing numerous priorities are the norm will find Chandler's team-oriented culture to be a good fit. While the Director receives valuable guidance and direction from the Assistant City Manager, he/she must be capable of working effectively in an independent and proactive manner.

Exceptional verbal and written communication skills are essential for success in this role. Successful candidates will be comfortable in making public presentations and responding to questions from members of the audience (including elected officials and the public). Ideal candidates will be team-oriented managers who seek ways to mentor and grow their professional staff.

A Bachelor's degree in public administration, finance or closely related field is necessary to qualify for this position, and a Master's degree in a similar discipline is highly preferred. Significant public sector supervisory or managerial experience in financial management is required.

Professional Attributes

Along with the previously mentioned qualifications and characteristics, the candidate selected for the position will exhibit the following professional attributes:

- Effective problem solver
- Extraordinary interpersonal skills coupled with unyielding diplomacy
- Superior organizational skills with the ability to multi-task in a fast-paced environment





- Outstanding critical thinker
- Substantial capacity for retaining information
- Gifted manager and developer of people
- Capable of communicating complex issues in an understandable manner
- Keeps current on industry trends and best practices
- Exceptional interpersonal skills; ability to develop effective working relationships across departments
- Politically astute yet apolitical
- Honest and forthright; able to deliver difficult financial news to City leaders
- Confident; not afraid to "push-back" if need be
- Collaborative; interest-based approach to problem solving
- Fair, honest, with a good sense of humor

COMPENSATION AND BENEFITS

The salary range for the Management Services Director is \$100,866 - \$141,208. Placement within the range will be dependent on the qualifications of the successful candidate. The City offers an attractive benefit package, which includes:

Retirement - Arizona Defined Benefit Retirement Plan; five (5) year vesting; pre-tax employee contributions; opportunity to include prior public sector, government & military years of service toward retirement. The City participates in Social Security.

Deferred Compensation Plan - Optional participation to make employee contributions on a tax-deferred basis into a 457 plan.

Retirement Health Savings Plan (optional) - City and employee pre-tax contributions, managed by ICMA-RC, for health care expenses upon retirement.

Flexible Spending Account - Optional participation allows employee to contribute pre-tax dollars toward reimbursement of qualified healthcare expenses.

Insurance - Multiple health plan options; City paid health and dental insurance for employee; vision insurance is available.

Holidays - Ten paid holidays plus one personal/floating holiday annually.

Vacation Leave - Accrued at a rate dependent upon years of service.

Sick Leave - Accrued at 3.7 hours per pay period (no maximum accrual); conversion of up to 3 days to vacation leave or cash available.

Life Insurance - City paid employee coverage for life and accidental death and dismemberment; coverage based on employee salary.

Commuter Insurance - City paid employee coverage.

Short & Long Term Disability Insurance

Monthly Car Allowance

Tuition Reimbursement Program

Group Home and Auto Insurance option

Long Term Care Insurance

Wellness Program

APPLICATION PROCESS AND RECRUITMENT SCHEDULE

To be considered for the position, please submit a resume with cover letter, current salary, and the names of six work-related references directly to:



Stuart Satow
CPS EXECUTIVE SEARCH
241 Lathrop Way
Sacramento, CA 95815
Tel: 916 / 263-1401
Fax: 916 / 561-7205
Email: resumes@cps.ca.gov
CPS website: www.cps.ca.gov/search

The final filing date for this position is Friday, June 29, 2007.

Following the filing date, resumes will be screened in relation to the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews by the consultant in early July. Candidates appearing best suited for the City of Chandler will be reported to the City. The City will select the most qualified candidates to participate in interviews in Chandler sometime in late July or early August. An offer of appointment will follow extensive reference and background checks, and a final interview.

The City of Chandler respects, values,
and welcomes diversity in our workforce.
To this end, we encourage all interested people to apply.